

Continuation Guidance for AmeriCorps Promise Fellows Programs 2002-03

Following is guidance for preparing a request for continued funding of an AmeriCorps Promise Fellows program for the 2002-03 program year. The specific instructions and forms needed to submit a request for continued funding follow this guidance.

Submission Instructions

Continuation requests are due by 5 p.m. Eastern Daylight Time on **Tuesday, July 9, 2002**. Please submit an unbound, single-sided original and two copies of your continuation request to: Corporation for National and Community Service, Box APF, 1201 New York Avenue, NW, Washington, DC 20525.

The Corporation will not accept applications that are submitted via facsimile. Because of delays in delivery of regular U.S. Postal Service mail to government offices, there is no guarantee that your application will arrive in time to be considered. We suggest that you use USPS priority mail or a commercial overnight delivery service.

Eligible Participants

For the coming year, the Corporation will only accept continuation requests from current grantees. Current grantees refers to the state commissions, national direct parent organizations, Tribes and organizations in South Dakota funded in the 2001-02 program year. New applicants are not eligible to apply for funding. Your continued funding is not guaranteed. The Corporation will evaluate continuation requests and make continued funding decisions based on progress to date and plans for the next grant year.

Availability of Funding

Funding for the 2002-03 AmeriCorps Promise Fellows program is contingent on the availability of federal appropriations for fiscal 2003, which begins on October 1, 2002. As a result, grantees that are approved for continued funding may not receive their funds until the Corporation's fiscal 2003 appropriations are available.

Opportunities for Expansion

You may request additional Fellows this year, but expansion opportunities will be very limited. The Corporation expects to fund approximately the same number of Fellow positions funded last year. Expansion may occur for some grantees to the extent that others request or are awarded fewer positions.

Decision Timeline

We expect to announce our continued funding decisions by August 16, 2002.

Living Allowance

In 2002-03, the maximum living allowance for a 12-month term of service will increase from \$18,600 to \$19,200. The minimum living allowance for a 12-month term of service remains \$13,000. If the term of service is less than 12 months, the living allowance must be pro-rated. The minimum term of service is 10 months.

Fixed-Amount Award

The Corporation's level of support for the Fellows program will remain the same this year. Grantees will receive up to \$13,800 per Fellow for the first five Fellows under the award and up to \$10,800 per Fellow over five.

AmeriCorps Promise Fellow Leaders

In 2001-02, the Corporation incorporated a "team leader" component to the AmeriCorps Promise Fellows program. These Fellows, called AmeriCorps Promise Fellow Leaders, are a resource to their programs to provide planning, mobilization, and technical support for America's Promise efforts at a statewide, regional or

national level. These Fellows also provide training, technical assistance and support for other Promise Fellows in their state or program.

For 2002-03, you may again incorporate a Fellow Leader role into your program design. If you do not have a Fellow Leader this year and would like to incorporate such a position, please describe the proposed changes to your program design in your continuation request. Also, please provide at least one Getting Things Done and one Member Development objective that address the Leader's proposed activities.

You are *encouraged*, but not required, to select individuals with a prior term of service for the Fellow Leader position and to provide these individuals with more than the minimum living allowance of \$13,000 for a 12-month term of service. The maximum living allowance for a Fellow Leader is the same as that for all Fellows--\$19,200 for a 12-month term (see above).

Training for Fellow Leaders

In March 2002, America's Promise generously sponsored a national three-day training for the 31 current Fellow Leaders. America's Promise has committed to hosting the 2002-03 Fellow Leaders for leadership training again next year, but the training is contingent on the availability of resources for travel. In the event that the resources for a national Fellow Leaders training are not available, you may still opt to include a Fellow Leader position in your program design. As in the past, there may be opportunities for Fellow Leaders, and Fellows generally, to attend other trainings or meetings sponsored by the Corporation or America's Promise. America's Promise also offers valuable tools, resources, and technical assistance to Fellows. To learn more about these offerings, contact John Brothers at America's Promise at 703-535-3828 or johnb@americaspromise.org.

If you have questions about the continued funding request process, please contact Tracy Stone at 202-606-5000, extension 173 or tstone@cns.gov.

AmeriCorps Promise Fellows

2002 CONTINUATION INSTRUCTIONS

OMB Control Number 3045-0073
Expiration Date: 12/31/2002

Continuation Instructions

General Submission Information. The continuation instructions apply to programs in their first or second year of operation. You should include the information below in your continuation request.

- Title Page
- Next Year's Plan. Narrative of no more than 5 pages covering changes to the previous year's program activities and/or program objectives, a concise summary of program progress and results, any specific Corporation requests for responses to feedback from site visits, progress report reviews, or any additional information requested by state commissions.
- Objective Summary Form (if you are changing any of your objectives)
- Budget Narrative

AMERICORPS PROMISE FELLOWS TITLE PAGE

Please type or print in black ink.

FOR INTERNAL USE ONLY

1. **APPLICANT TYPE:** State Commission ☐ Tribe Program ☐ Other _____
National Direct ☐ Territory Program ☐ _____
APPLICATION TYPE: New ☐ Continuation ☐ Year of first AmeriCorps Promise Fellows funding: _____

2. **LEGAL APPLICANT INFORMATION :** _____
Organization Name: _____
Contact Person: _____
Employer ID Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____

3. **PROGRAM INFORMATION:**
Program Name: _____
Program Director/Contact Person: _____
Organization Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: () _____ Fax: () _____
Email: _____

4. **PRIORITIES TO BE MET:** Caring Adult ☐ Marketable Skills ☐
Safe Places ☐ Opportunity to Serve ☐
Healthy Start ☐ Community Mobilization for All Five ☐

5. **BUDGET:**

	Year 1	Year 2	Year 3
Corporation Funds Requested	_____	_____	_____
Total Program Cost	_____	_____	_____

6. **PROGRAM YEAR:** Start Date: _____ End Date: _____

7. **TOTAL NUMBER OF FELLOWS:** _____
Number of full-time members listed above for which only an education award is requested: _____

8. **CERTIFICATION:** Name: _____ Signature: _____
Title: _____ Phone: () _____ Date: _____

1. **Applicant Type:** Check one box to indicate the type of legal applicant. If none of the boxes apply, please type in a description of the legal applicant in the space marked "Other."

Application Type: Indicate if this is a new or continuation application then indicate the first year in which you received funding for your AmeriCorps Promise Fellows program.
2. **Legal Applicant Information:** Supply all requested information. Notification of grant awards will be sent to this address.
3. **Program Information:** Supply all requested information. If the legal applicant is also the organization that will operate the program, supply the name and contact information for the program director. If no one has been selected to direct the program, enter the name of the person who can be contacted to discuss the programmatic aspects of the program.
4. **Priorities to be Met:** All applicants are required to demonstrate how AmeriCorps Promise Fellow host organizations will deliver all five promises or are part of a larger effort to deliver all five. In this space, please check the priorities the Fellows' service activities will target: Caring Adult, Safe Places, Healthy Start, Marketable Skill, Opportunity to Serve, or Community Mobilization for All Five (e.g., recruiting Communities of Promise). Select all that apply.
5. **Budget:** If you are applying for the first year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under first year. Include estimated funding for second and third years. If you are requesting funds for the second year of a program, enter the total amount of funds you are requesting from the Corporation and the total program cost under second year. Include estimated funding for the third program year. If you are requesting funds for the third program year, enter the total amount of funds you are requesting from the Corporation and the total program cost under final year. These figures should correspond to those provided in your budget narrative.
6. **Program Year:** Indicate when the program year is expected to start and end.
7. **Total Number of Fellows:** On the first line, provide the total number of AmeriCorps Promise Fellows you are requesting in the application. On the second line, indicate the number of Fellow positions for which you are only requesting an education award(s).
8. **Certification and Signature Line:** Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to execute the proposed project. The original ink-signed copy of the authorizing official's signature must be included with your submission.

AMERICORPS PROMISE FELLOWS PROGRAM OBJECTIVES SUMMARY FORM

DATE OF SUBMISSION _____

Please type. Please include each of the program objective summary statements from Box 6 of the AmeriCorps Objective Worksheets in the space below. Submit this form, not the worksheets, to the Corporation with your program application. If you have more than three objectives in any category, duplicate this form to record additional objectives.

Legal Applicant: _____ Program Year: _____

Site Location (Organization, City, State): _____
(List the site(s) for which the objectives below apply.)

GETTING THINGS DONE

1.

2.

3.

MEMBER DEVELOPMENT

1.

2.

3.

STRENGTHENING COMMUNITIES

1.

2.

3.

THIS WORKSHEET SHOULD NOT BE SUBMITTED WITH YOUR APPLICATION.

AmeriCorps Promise Fellows Objective Worksheet

Please identify objective category and then indicate the number of the objective.

Category (Select One)

☐ GETTING THINGS DONE ☐ MEMBER DEVELOPMENT ☐ STRENGTHENING COMMUNITIES

Building Objectives	For example
1. What activity will Promise Fellows engage in? How many Promise Fellows will engage in this activity? Where will the Promise Fellows engage in the activity? With whom (e.g., organization, leaders of local Promise efforts, youth, parents)? What promise(s) of America's Promise does the activity address?	3 Fellows addressing promise four — marketable skills through effective education --will work with appropriate staff, parents, and community groups to expand an existing after-school tutoring program to two new sites in the district.
2. What outcome do you expect from this activity? Are you going to focus on the <i>capacity building</i> or the <i>direct service</i> of this activity? (Be sure that there is a direct connection between the <i>activity</i> and the <i>desired outcome</i> .)	More students will increase their literacy skills in a safe and structured after school program. This desired outcome will focus on the direct service.
3. What tools/methods will the program use to measure the outcome? (Please identify the specific instrument the program will use.) ?	Daily attendance logs to track number of students attending and frequency of individual students' attendance. The LLAP literacy assessment to measure increased literacy skills.
4. What degree or level (percentage or numbers) of the desired outcome do you want to achieve to indicate success? Over what period of time?	80 percent of the students who attend at least two days per week will increase their literacy skills.
5. How many people will directly benefit from this activity? Or, what systems, partnerships or community networks will directly benefit from this activity?	100 students in grades 3 through 5 will benefit.
6. Restate your complete objective (steps 1 – 5). <i>Sample: 3 Fellows addressing promise four – marketable skills through effective education ----will work with appropriate staff, parents and community groups to expand an existing after-school tutoring program to two new sites for 100 children in grades 3 through 5, resulting in 80% of those students who attend at least two days per week, will increase their literacy skills as measured by attendance logs maintained over the course of the after-school program and the LLAP literacy assessment measure.</i>	

For the Current Program Year

The AmeriCorps Promise Fellows program uses a fixed amount award that is not subject to Federal Cost Principles or specific matching requirements so you are not required to submit a budget form. To allow us to assess the organizational capacity and cost effectiveness of your proposed program, you must submit a detailed budget narrative that describes:

- the *dollar amount* of resources provided to your AmeriCorps Promise Fellows program,
- the *sources* of the resources (Corporation, grantee, subgrantee, or host organization),
- the *allocation* of these resources to specific expenses or activities (e.g., living allowance, training, transportation, staff time for supervision, program administration or monitoring), and
- an *explanation* of how the funds will be used and how you arrived at the proposed amount.

The budget narrative should support and correspond to the activities described in the program narrative. It should also reflect support for required expenses such as the mandatory living allowance, FICA, workers' compensation and unemployment insurance (depending on your state law), health care coverage, orientation/training for Fellows, adequate supervision, and program administration and monitoring.

We do not require a specific budget form, but you may submit this information in a chart format. Please round figures to the nearest whole dollar amount. A sample budget narrative follows these instructions.

Projected Budgets for Second and Third Program Years

If you are applying for the first year of the program, include *total* projected budgets for years 2 and 3. If you are submitting information for the second program year, include a *total* projected budget for year 3. You do not have to provide a budget narrative for these years, just the overall projected budget total.

BUDGET NARRATIVE SAMPLE:**AMERICORPS PROMISE FELLOWS**

Cost Category	Corporation	Grantee	Sub-Grantee or Host Organization	Total
Living allowance 13 Fellows @ \$13,000 = \$169,000	145,000		24,000	169,000
FICA \$169,000 x .0765 = \$12,929			12,929	12,929
Workers' Compensation \$169,000 x .03 = \$5,070			5,070	5,070
Health Insurance 13 Fellows @\$1,000 per year = \$13,000	6,500	6,500		13,000
Training 13 Fellows @ \$100 per Fellow for materials, presenters at orientation = \$1,300 13 Fellows @\$300 per Fellow for local training offerings = \$3,900	1,300		3,900	5,200
Staff Costs (in-kind) Statewide Program Director (.25 x \$50,000 = \$12,500) Host Organization Supervisors (.20 x \$40,000 x 13 = \$104,000)		12,500	104,000	116,500
Benefits (in-kind) Benefits at 25% of salary Statewide Program Director (12,500 x .25 = 3,125) Supervisors (.25 x 8,000 x 13 = 26,000)		3,125	26,000	29,125
Travel Lodging for 13 Fellows to attend 2-day orientation (13 x \$100 per night x two nights = \$2,600)	2,600			2,600
Per diem for 2-day training for 13 Fellows (13 x \$46 per day x two days = \$1,196)		1,196		1,196
Supplies (13 Fellows @\$250 per Fellow = 3,250)			3,250	3,250
Local Transportation (13 Fellows x 150 miles per year x .29/mile = \$566)			566	566
Service Gear Long-sleeve oxfords and t-shirts for 13 Fellows (13 x \$41 for both shirts = \$533)		533		533
TOTAL	155,400	23,854	179,715	358,969

APPENDIX A

GUIDANCE ON DEVELOPING OBJECTIVES

Applicants for AmeriCorps Promise Fellows funding must complete objective worksheets. You should complete the forms following the instructions and link your objectives to the information you provide in the program narrative. Objectives are a reflection of essential program goals for the year. They should state what will change as a result of AmeriCorps Promise Fellows' efforts throughout the year. Include only activities that are at the core of the program's mission in your application.

All AmeriCorps Promise Fellows applicants must provide at least one objective in each of the following areas:

- getting things done (community service objectives);
- member development; and
- community strengthening.

Objectives statements have five components that are described on the worksheets provided. Use the worksheets to develop the components, then combine them into one statement of the objective at the bottom of the page. The five components are as follows:

- the service to be done or the **activities** to be engaged in;
- the intended **result** of that service;
- a method of **measuring** quality or impact;
- a **standard** of success; and
- the number of individuals who **benefit**, or the systems, partnerships or community networks that benefit as a result of the services.

The objectives should focus on measurable results. However, a range of results exists for any set of activities. For instance, an AmeriCorps Promise Fellow establishes a new mentoring program. You may want to measure the efforts of the Promise Fellow in developing the mentoring program (capacity building), or you may want to measure the results of mentoring services being provided (direct service to recipients). Also, the ultimate impact of the mentoring program may not be realized for several years. However, there are certainly benchmarks along the way that can measure your progress in establishing the mentoring program.

Capacity Building:

For example, you can set goals for developing a strong infrastructure of the mentoring program (e.g., structured recruitment and screening system for recruiting mentors, training and support component for mentors, screening of appropriate mentees).

Direct Service:

Or, you can set goals for how many mentor-mentee matches will persist for a full year after the program is established and measure the benefits the mentee received from the program and/or the benefits the mentor received from the program.

In creating your objectives, you should measure the impact of the Fellows' service as far along the spectrum as possible away from processes and towards the ultimate desired outcomes, taking into account the constraints of measurability in a single year.

Getting Things Done (Community Service Objectives)

Community service objectives should describe the Fellows' primary service activities and reflect the most significant impacts the program hopes to have on the recipients of the services provided or on the community's ability to deliver the five promises. For example each of ten Fellows will work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to include 50 students at a previously unserved site, offering services at least two days per week that focus on the enhancement of youth conflict resolution skills. If you want the desired result to focus on the expansion of a quality conflict resolution after-school program, a Standards Rating Scale might be used to measure the standards and quality of the after-school program. A condensed description of your objective might look like this:

1. The **activity** to be conducted will be for each of ten Promise Fellows to work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to sites not yet having a program that focuses on the enhancement of youth conflict resolution skills.
2. The intended **result** will be the implementation of ten quality conflict resolution after-school programs.
3. The outcome **measure** will be a Standards Rating Scale conducted quarterly during the program year.
4. The **standard** of success will be that 70% of the standards at each site will meet a level of quality that is acceptable or higher.
5. Ten sites will **benefit**, resulting in a quality after-school program that will provide opportunities for youth to develop conflict resolution skills.

Objective Statement: Fellows addressing promise 2—Safe places with structured activities in non-school hours—will work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to new sites resulting in the implementation of ten new quality conflict resolution after-school programs as measured quarterly by a Standards Rating Scale.

If you want the desired result to focus on enhancing youth conflict resolution skills, you may want to use attendance logs to track how many students attend the program at least two days per week and a Conflict Resolution Observation Check-List to measure the students' development of conflict resolution skills. A condensed description of your objective might look like this:

1. The **activity** to be conducted will be for each of ten Promise Fellows to work with appropriate staff, faculty, parents, and community groups to expand an existing after-school program to sites not yet having a program that focuses on the enhancement of youth conflict resolution skills.
2. The intended **result** will be to increase conflict resolution skills of 50 new students at each site in an after-school program.
3. The outcome **measures** will include attendance logs kept at each after-school site and a Conflict Resolution Observation Check-List conducted quarterly.

4. The **standard** of success will be that 80% of the students at each site attending at least two days per week will enhance their conflict resolution skills.
5. Five hundred students **benefit** from the service.

Objective Statement: Fellows addressing Promise 2--Safe places with structured activities in non-school hours--will work with appropriate staff, faculty, parents, and community groups to expand an existing after-school conflict resolution program to new sites resulting in 500 additional children receiving after-school social skills at least two days per week, as measured by attendance logs maintained over the course of the school year, and an observation rating scale conducted quarterly.

Member Development

Member development objectives should reflect the growth and development that you hope will occur in Fellows as a result of their involvement with the program. For example, a program hopes to increase the oral presentation skills of its ten Fellows through presentations to community organizations about the America's Promise initiative and by providing Fellows with a three-hour training in how to conduct these presentations. The program's director of community relations using the same performance evaluation tool at early- and late-service presentations will assess increases in oral presentation skills by each Fellow. The program hopes to see a notable increase in skills in at least 80% of the Fellows. A condensed description of your objective might look like this:

1. The **activities** to be engaged in are five oral presentations to community groups about the America's Promise initiative and a three-hour training session in how to conduct these presentations.
2. The intended **result** is increased oral presentation skills.
3. The **measure** of quality or impact is early- and late-service assessments of presentation skills conducted by the program's director of community relations.
4. The **standard** of success is a notable increase in skills in 80% of the members.
5. Ten Fellows will **benefit**.

Objective Statement: Ten Fellows will each participate in at least five oral presentations to community groups about America's Promise and a three-hour training session in how to conduct such presentations, resulting in at least 80% of the Fellows notably improving their oral presentation skills as measured by an early- and late-service evaluation of their presentations by the program's director of community relations.

Strengthening Community

Community strengthening objectives should describe how your AmeriCorps Promise Fellows program hopes to affect the community systems, relationships, or networks for delivering the five promises. For example, Fellows will develop ten new partnerships between the school and a community organization to deliver services that address the second promise area, safe places. The partnerships will complete a Collaboration Survey distributed to representatives of the school and community groups. At least 70% of those who respond to the survey will indicate that the partnership increased their ability to provide quality services in safe places. A condensed description of your objective might look like this:

1. The **activities** to be engaged in are for schools to develop partnerships with community organizations to deliver services related to the second promise area, safe places.
2. The intended **result** will be for schools and community organizations to collaborate to provide safe places for students.
3. The **measure** will be a Collaboration Survey of those involved in the partnership.
4. The **standard** of success will be that at least 70% of respondents will indicate that the partnerships increased their ability to provide quality services in safe places.
5. Ten schools and their communities will **benefit**.

Objective Statement: Each of ten Fellows will develop a new school-community partnership resulting in collaboratives to provide safe places for students, as measured by a Collaboration Survey of schools and community representatives. 70% of the respondents will indicate that the partnership increased their ability to provide quality services in safe places.